




Getting Started with Internet Explorer

Objectives

- ▶ Understand Web browsers
- ▶ Start Internet Explorer
- ▶ Explore the browser window
- ▶ Open and save a URL
- ▶ Navigate Web pages
- ▶ Get Help
- ▶ Print a Web page
- ▶ Search for information on the Internet
- ▶ Exit Internet Explorer

In this unit you will learn about the basic features of Internet Explorer, use the World Wide Web to find information, and navigate to new locations on the Web, or to other Web pages in a Web site. You need to connect to the Internet to complete this unit.  MediaLoft is a chain of café bookstores founded in 1988. MediaLoft stores offer customers the opportunity to purchase books, music, and videotapes while enjoying a variety of exotic coffees, teas, and freshly baked desserts. Alice Wegman is a marketing manager at MediaLoft. Alice wants to start selling trendy gift items that would appeal to young adults between the ages of 18 and 35. She decides to hire a marketing consultant to help her choose the right items to sell to this target audience.



Understanding Web Browsers

A **computer network** consists of two or more computers that can share information and resources. An **intranet** is a computer network that connects computers in a local area only, such as computers in a company's office. Users can dial into intranets from remote locations to share company information and resources. The **Internet** is a network of connected computers and computer networks located around the world. There are over 200 million users worldwide in more than 100 countries currently connected to the Internet through telephone lines, cables, satellites, and other telecommunications media, as illustrated in Figure A-1. Through the Internet, these computers can share many types of information, including text, graphics, sound, video, and computer programs. Anyone who has access to a computer and a connection to the Internet through a computer network or modem can use this rich information source. The **World Wide Web** (the **Web** or **WWW**) is a part of the Internet containing linked Web pages. Web pages contain highlighted words, phrases, or graphics called **hyperlinks**, or simply **links**, that open other Web pages when you click them. Figure A-2 shows a sample Web page. A page's links can also open graphics files or play sound or video files. **Web browsers** are software programs used to access and display Web pages. Web browsers, such as Microsoft Internet Explorer and Netscape Navigator, make navigating the Web easy by providing a graphical, point-and-click environment. This unit features **Internet Explorer**, a popular browser. Alice uses Internet Explorer and the Web to find a company that will assist her in hiring a marketing consultant.

Details

Using Internet Explorer, Alice can:

► Display Web pages

Alice can access Web pages from all over the world for many business purposes. Alice can find potential marketing consultants on Web sites that offer employment services. She can also check the pages of competing retailers to see what type of trendy gifts they sell.

► Use links to move from one Web page to another

Alice can use the hyperlinks on competing retailers' Web pages to get more specific information about their operations.

► Play audio and video clips

A Web browser can play audio and video clips if it has been configured to do so and your computer has the appropriate hardware, such as speakers. Alice might find some Web sites that include video clips of focus groups, interviews in which consumers are videotaped while discussing their opinions of various products and services.

► Search the Web for information

Alice can take advantage of various search engines in her Web browser to look for companies that specialize in employment services.

► Save a list of favorite Web pages

Alice can use Internet Explorer to save a list of Web pages that she might need to visit again, such as a page for a competing retailer. By adding a Web page to her list of favorites, it is easy for her to return to the page later.

► Print or save the text and graphics on Web pages

If Alice wants to keep a hard copy of the information or images she finds, she can easily print the entire Web page, including any graphics. She can also save the text or graphics on a Web page, or copy this information temporarily to the Clipboard, where it is available for pasting into other programs.

FIGURE A-1: Internet structure

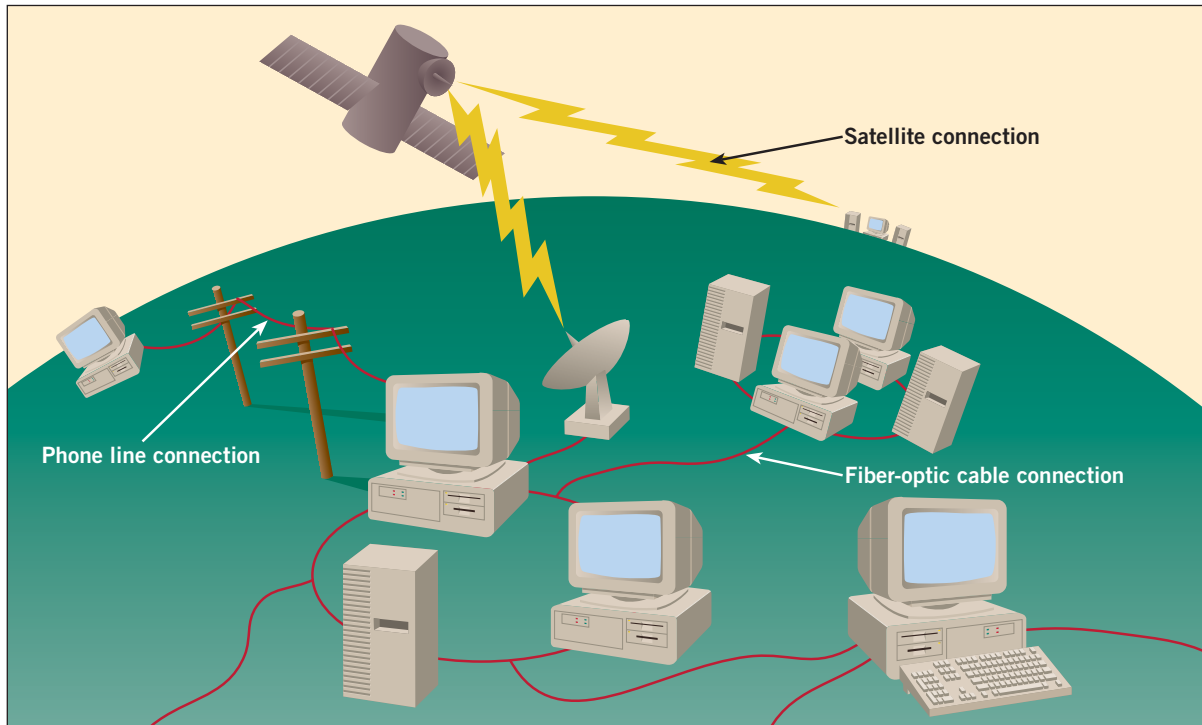
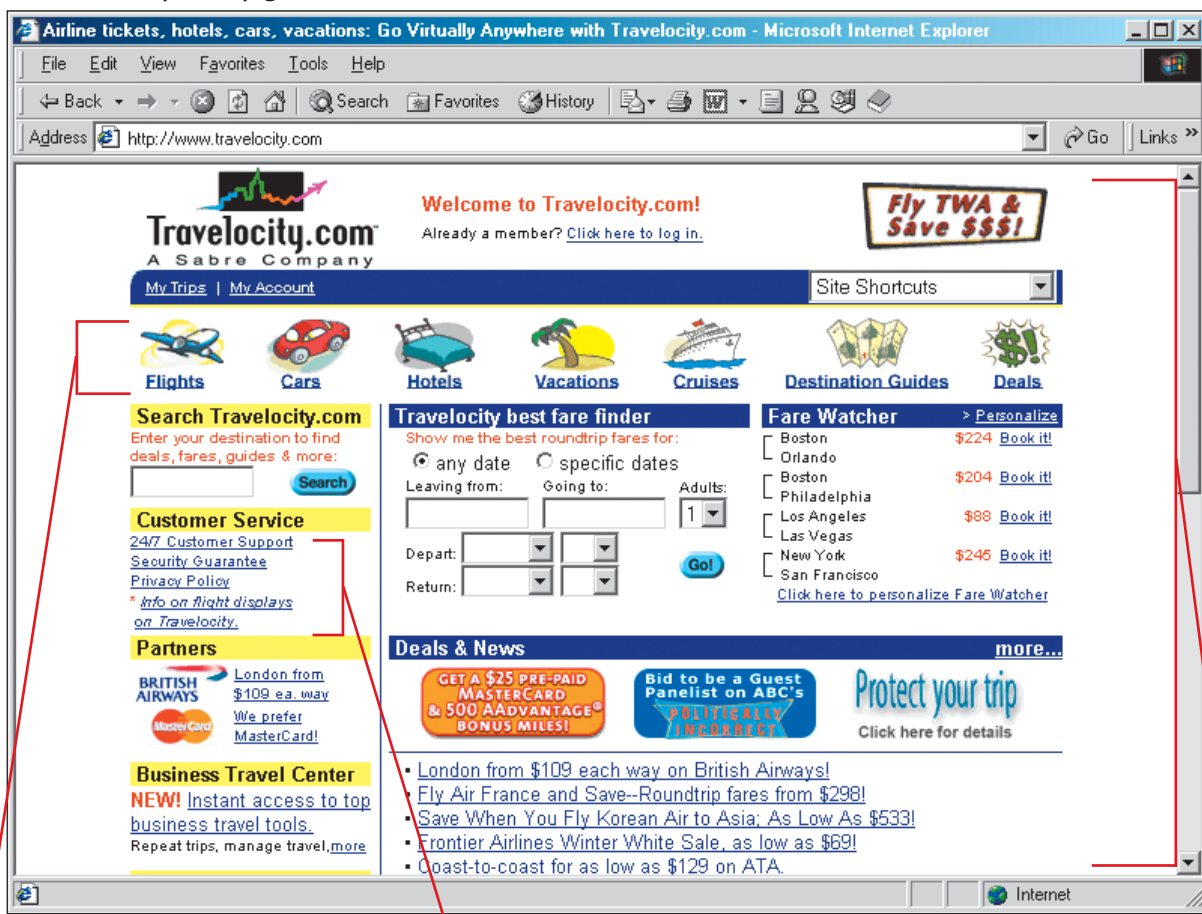


FIGURE A-2: Sample Web page




Graphic hyperlinks

Text hyperlinks

Web page



Starting Internet Explorer

Internet Explorer is a Web browser that connects your computer to the Web using an Internet connection. You can start Internet Explorer by clicking Start on the taskbar, pointing to Programs, then clicking Internet Explorer. After Internet Explorer is installed, its icon appears on your Windows desktop, and you can click it to start Internet Explorer. You can also start Internet Explorer by clicking the Internet Explorer icon on the Quick Launch toolbar.  Before Alice can take advantage of the Web's many features to start her search for a marketing consultant, she must start Internet Explorer.

Steps 1 2 3 4

Trouble?

If an Internet Connection Wizard dialog box opens at any point, you will either need to connect to the Internet or enter your Internet settings. Ask your technical support person for assistance.

Trouble?

If the icon is not on your desktop, click the Start button on the taskbar, point to Programs on the Start menu, and then click Internet Explorer. Skip Step 3.

1. If you connect to the Internet using a modem and a telephone, follow your normal procedure to establish your connection
2. Locate the **Internet Explorer icon** on your Windows desktop
The icon should appear on the left side of your screen, as shown in Figure A-3. The exact location of the Internet Explorer icon might vary on different computers. Ask your instructor or technical support person for assistance if you are unable to locate the Internet Explorer icon.
3. Double-click the **Internet Explorer icon** on the Windows desktop
Internet Explorer opens and displays your home page, which may look similar to the one shown in Figure A-4. A **home page** is the first page that opens every time you start Internet Explorer. Your home page might be one for your school, one for your employer, or one that you specify. Because the Internet is an active environment, many of the Web pages shown in the figures will have changed since this book was written.
4. If necessary, click the **Maximize button** on the Internet Explorer title bar to maximize the program window



History of the Internet and the World Wide Web

The Internet has its roots in the United States Department of Defense Advanced Research Projects Agency Network (ARPANET), which began in 1969. In 1986 the National Science Foundation formed NSFNET, which replaced ARPANET. NSFNET expanded the foundation of the U.S. portion of the Internet with high-speed, long-distance lines. In 1991, the U.S. Congress further expanded the Internet's capacity and speed and opened it to commercial use.

Over 200 countries now have Internet access.

The World Wide Web was created in Switzerland in 1991 to allow links between documents on the Internet. Software programs designed to access the Web (called Web browsers) use common "point-and-click" interfaces. The first graphical Web browser, Mosaic, was introduced at the University of Illinois in 1993. Microsoft Internet Explorer and Netscape Navigator are two current, popular Web browsers.

FIGURE A-3: Internet Explorer icon on the desktop

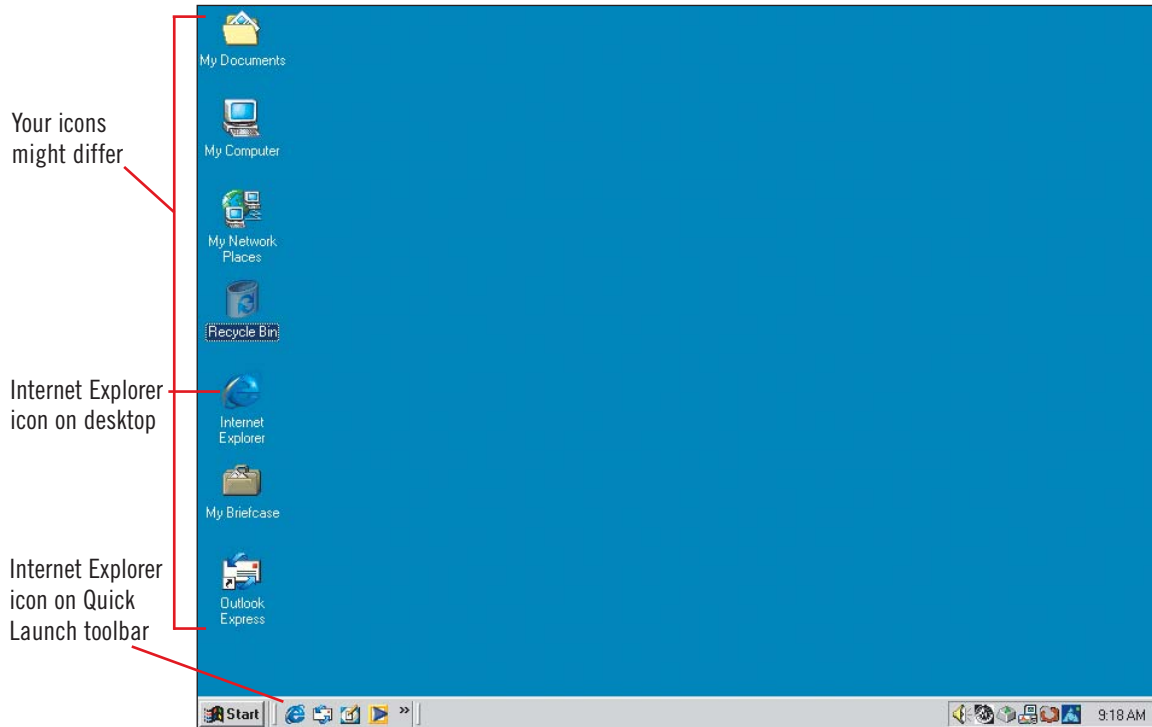



FIGURE A-4: Home page for Microsoft Network






Exploring the Browser Window

The elements of the Internet Explorer browser window let you view, print, and search for information on the Web. You can customize elements of the window, such as the toolbar and Address bar. For example, you can choose to view the buttons on the toolbar with or without their corresponding text labels.  Before using, or **surfing**, the Web, Alice needs to become more familiar with the components of the Internet Explorer browser window. Find and compare the elements below, using Figure A-5 as a guide.

Details

- ▶ The **title bar** at the top of the page usually contains the name of the Web page currently displayed in the Web browser window.
- ▶ The **menu bar** provides access to most of the browser's features through a variety of commands.
- ▶ The Standard Buttons **toolbar** provides buttons for many options, such as stopping the transfer of a Web page, moving from one Web page to another, printing Web pages, and searching for information on the Internet. Table A-1 explains these buttons. The toolbars can show large or small icons and have different text settings. The default setting for toolbars is "Selective text on right." Many commonly used commands available on menus are more readily accessed using the toolbar buttons. Depending on the programs installed on your computer, you may have additional buttons.
- ▶ The **Address bar** displays the address of the Web page currently opened. The **Uniform Resource Locator (URL)**, or the Web page's address, appears in the Address bar after you open (or load) the page. If you click the Address bar list arrow, you will see a list of addresses you have recently visited in the Address bar.
- ▶ The **Links bar** is a convenient place to store links to Web pages that you use often. You can add a link to the Links bar by dragging the Internet Explorer icon  that precedes the URL in the Address bar to the Links bar. Links placed in the Links bar are also found in the Links folder under the Favorites menu.
- ▶ The **Go button** is used along with the Address bar to help you search for Web sites about a particular topic. You can enter a keyword or words in the Address bar, then click the Go button to activate the search. When the search is complete, a list of related Web sites will open in a search results Web page.
- ▶ The **status indicator** is animated while a new Web page loads.
- ▶ The **browser window** is the specific area where the current Web page appears. You might need to scroll down the page to view its entire contents.
- ▶ The **vertical scroll bar** allows you to move the current Web page up or down in the browser window. The **scroll box** indicates your relative position within the Web page.
- ▶ The **status bar** performs three main functions: 1) displays information about your connection progress whenever you open a new Web page, 2) notifies you when you connect to another Web site, and 3) identifies the percentage of information transferred from the Web server to your browser. The status bar also displays the Web addresses of any links on the Web page when you move your mouse pointer over them.

QuickTip

You can resize the Links bar to view more links by placing your mouse pointer to the left of the word Links on the Links bar and dragging to the left.

FIGURE A-5: Elements of the Internet Explorer window

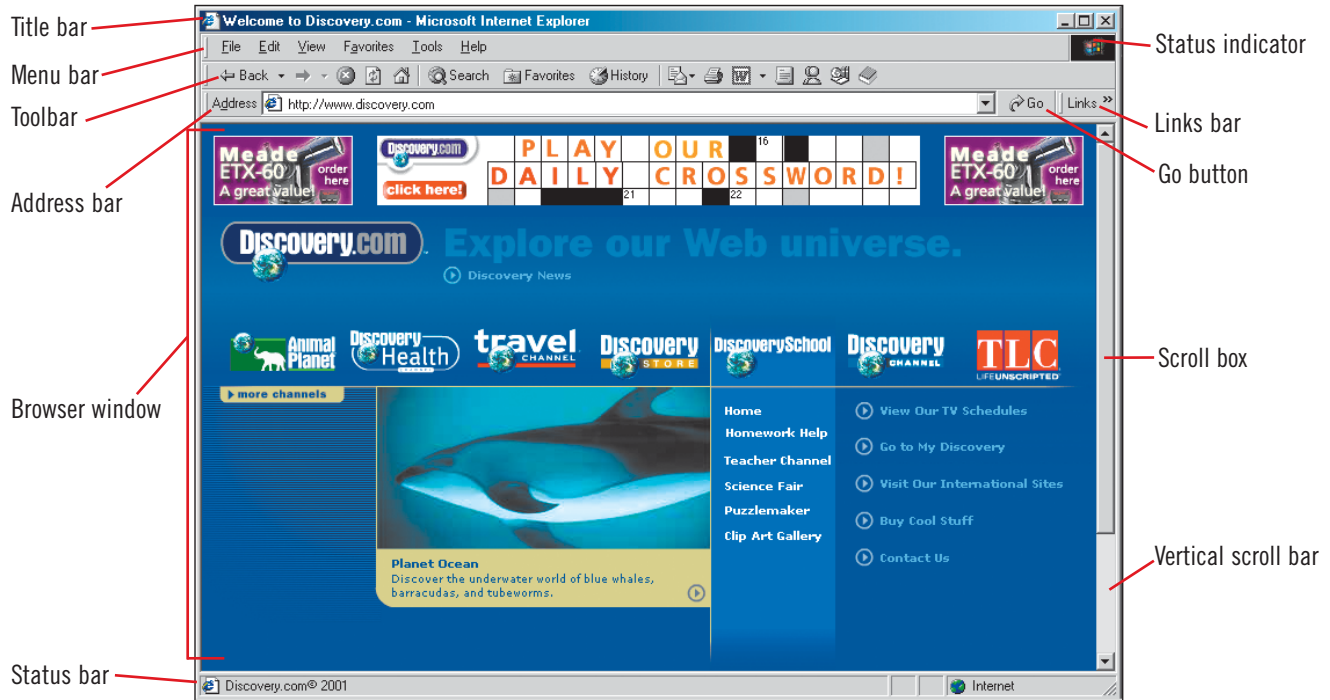















TABLE A-1: Toolbar buttons

button name	button	description
Back		Opens the previous page
Forward		Opens the next page
Stop		Stops loading the page
Refresh		Refreshes the contents of the current page
Home		Opens the home page
Search		Opens the Search Assistant in the Explorer Search bar
Favorites		Opens the Explorer Favorites bar
History		Opens the Explorer History bar
Mail		Displays options for working with mail and news
Print		Prints the current Web page
Edit		Transfers the currently displayed Web page to Microsoft FrontPage or Microsoft Word for editing. The Edit icon in your browser window depends on which text editing software programs you have installed on your computer.
Discuss		Lets you add or edit discussion servers and open the Discussion bar

Opening and Saving a URL

As you learned in the previous lesson, the address for a Web page is also called a URL. Each Web page has a unique URL beginning with “http” (which stands for Hypertext Transfer Protocol) followed by a colon, two forward slashes, www (which identifies the page on the World Wide Web), and the Web site’s name. After the name of the Web site, another slash and one or more folder names and a filename might appear. For example, in the address `http://www.course.com/downloads/illustrated/medialoft/community.html`, the name of the Web site is *www.course.com*; folders at that site are *downloads* and *illustrated*; and within the *downloads/illustrated/medialoft* folder is a file named *community.html*. The **Favorites menu** allows you to create your own list of frequently visited Web pages that you can then access without having to type a URL. After you add a Web page to your Favorites list, you can automatically access that page by clicking the Favorites button on the toolbar and then clicking its name, or by clicking the favorite’s name on the Favorites menu.  Alice wants to investigate how to post a job opening on the Monster.com Web site. Because she plans to return to this site often as she completes her research, she adds it to her Favorites list.

Steps 1234

1. Click anywhere in the Address bar

The current address is highlighted; any text you type replaces it.

Trouble?

The Internet is an active environment. Web sites and contents are constantly changing so the Web pages and addresses printed in this book may differ from those you see when you complete the lessons.

2. Type **www.monster.com**

Internet Explorer will automatically add the `http://` protocol to the beginning of the address you type, after you press [Enter]. If you have typed a specific address in the Address bar previously, the AutoComplete feature will recognize the first few characters you type, then complete the name of the address for you.

3. Press **[Enter]**

The status bar displays the connection process. After a few seconds, the Monster.com home page opens in the browser window, as shown in Figure A-6.

4. Click **Favorites** on the menu bar, then click **Add to Favorites**

The Add Favorite dialog box opens as shown in Figure A-7. Favorites can be placed in folders or can be listed as menu items under the Favorites menu.

5. Click **Create in** to open the Create in list (if necessary)

The Add Favorite dialog box expands to show the folders in which you can place the URL for the Monster.com page. The title of the Web page appears in the Name text box and the Favorites folder is selected by default. If the default name is unclear, you can change the favorite’s default page name by typing a new name in the Name text box.

Trouble?

If a message appears saying the name for the shortcut already exists on your Favorites menu, click Yes to overwrite it.

6. Click **OK**

The name and URL for Monster.com are added to your Favorites list.

7. Click the **Back button** on the Standard Buttons toolbar

The previous Web page appears in the Web page area.

8. Click **Favorites** on the menu bar, then click **Monster.com – Work. Life. Possibilities.**

The Monster.com home page opens in the Web page area.

FIGURE A-6: Home page for Monster.com



FIGURE A-7: Add Favorite dialog box

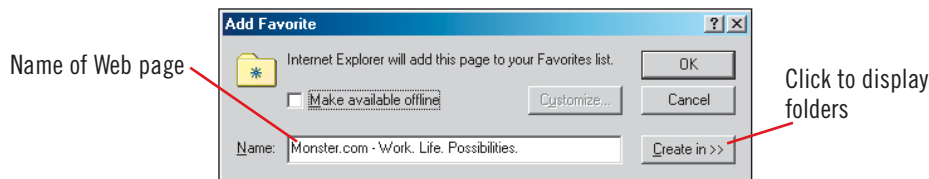
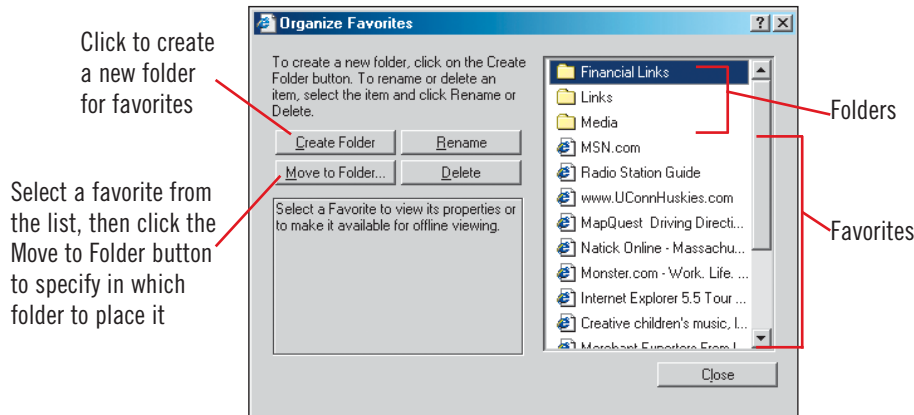


FIGURE A-8: Organize Favorites dialog box




Creating and organizing favorites

Once you add a Web page to your Favorites menu, returning to that page is much easier. To keep your Favorites menu manageable, only add pages that you expect to visit again. You can organize your list of favorites by placing them into folders by category. For example, you may want to create folders according to your interests, such as Sports, Cooking, and Travel. You may want to create folders in which each member of the household can place their favorites. To add a folder to

your Favorites list, click Favorites on the menu bar, then click Organize Favorites. The Organize Favorites dialog box opens, as shown in Figure A-8. Click the Create Folder button to add a new folder to the list of folders and favorites. You can add a favorite to a specific folder by clicking the favorite, then clicking the Move to Folder button. You can also drag and drop a favorite into a folder. To see the contents of a folder, simply click the folder to open it, then click it again to close it.

Navigating Web Pages


Hyperlinks enable you to navigate to, or open, another location on the same Web page or to jump to an entirely different Web page. You can follow these links to obtain more information about a topic by clicking the highlighted word or phrase. If you change your mind or if a page takes too long to load, you can click the Stop button on the toolbar.  Before she posts her job description on Monster.com, Alice decides to investigate a few other employment-related Web sites for comparison.

Steps 1234

Trouble?

If the URL is no longer active, type “jobs” in the Address bar, then press [Enter].

QuickTip

If you want to cancel loading the page, click the Stop button  on the toolbar.

Trouble?

If a Security Alert dialog box opens, click OK, if you receive an error message, click a different link on the page.




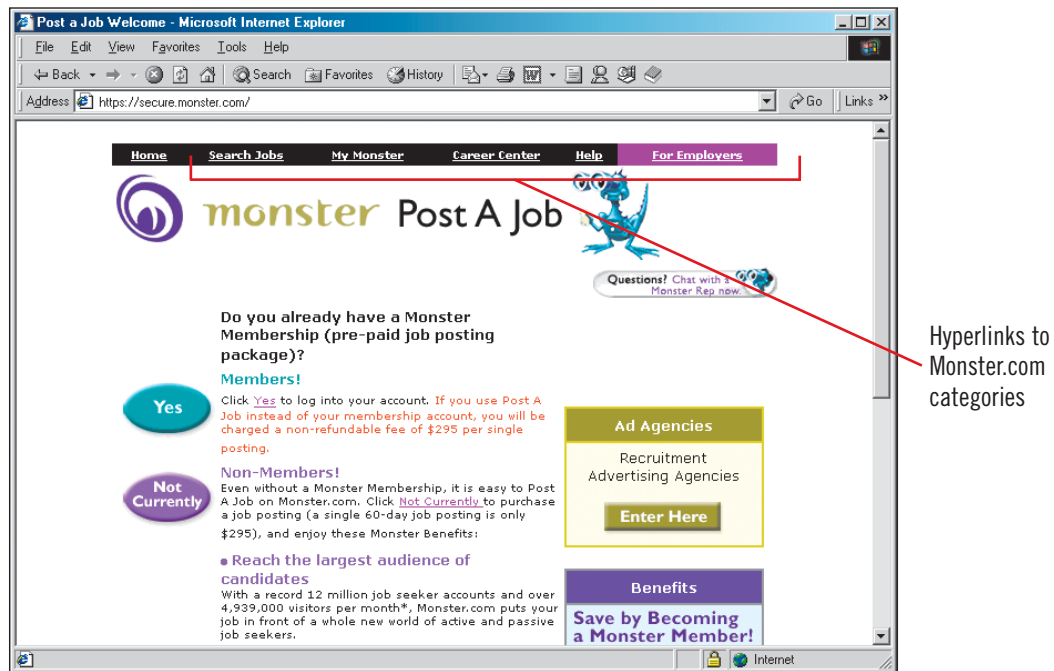
1. Click the **Address bar**, type **www.careerbuilder.com**, then press **[Enter]**
The home page for CareerBuilder opens. You want to see what other job-seeking sites are available.
2. Type **www.headhunter.net** in the Address bar, press **[Enter]**, view the Web page, type **www.hotjobs.com** in the Address bar, then press **[Enter]**
These are all good sites, but you decide to go back to Monster.com.
3. Click the **Back button**  on the toolbar as many times as necessary to return to Monster.com
The Web page for Monster.com opens in the browser window.
4. Place your mouse pointer on the **Post A Job** link
The mouse pointer changes to  when you place it over an active link, as shown in Figure A-9.
5. Click **Post A Job**
The status indicator is animated while the new Web page loads. The Post a Job Web page opens in your Web browser window, as shown in Figure A-10.
6. Click the **Home button**  on the Standard Buttons toolbar
The home page that opens when you start Internet Explorer reappears in your Web browser window.


FIGURE A-9: Hyperlinks on Monster.com home page



FIGURE A-10: Post A Job Web page



Selecting a home page

When you click  on the toolbar, the page that is specified as the home page opens in your Web browser window. Each time you start Internet Explorer, the first page that appears is your home page. When you install Internet Explorer, the default home page is the Welcome to MSN.com home page at the MSN Web site. You can easily select a different home page to open

each time you start Internet Explorer. Simply go to the page that you want to be your home page in your Web browser window, click Tools on the menu bar, click Internet Options, click the General tab, click Use Current in the Home page area, then click OK to specify the current page as your home page.



Getting Help

Internet Explorer provides a Help system with information and instructions on various features and commands. While exploring pages in the Monster.com Web site, Alice viewed a page that uses a font she finds difficult to read. Because that page contains information that she needs, she decides to access the Help system to find out if she can change the font used on a Web page.

Steps 1234

1. Click **Help** on the menu bar

The Help menu opens.

2. Click **Contents and Index**

The Microsoft Internet Explorer Help window opens.

3. Click the **Contents tab**

The Contents tab works like a table of contents in a book. Your screen should look like Figure A-11. Table A-2 explains how each of the three tabs provides a different way to access Help information.

4. Click the **Search tab**

The Search tab allows you to search for a specific word or phrase.

QuickTip

You can also press [Enter] instead of clicking List Topics to display the relevant topics.

5. Type **fonts** in the Type in the keyword to find text box, then click **List Topics**

As shown in Figure A-12, a list of relevant topics appears in the Select Topic to display list box.

6. Double-click **Display text in a different font** in the Select Topic to display list box

As shown in Figure A-13, the text in the right pane of the Microsoft Internet Explorer Help window provides information on how to change the font. The word font is highlighted because it was your keyword in the search.

7. Click the **Close button** in the upper-right corner of the Microsoft Internet Explorer Help window

The Help window closes.

TABLE A-2: Help options

tab	function
Contents	Lists the categories available in Help
Index	Lists available Help topics in alphabetical order, and lets you locate specific topics
Search	Locates the desired Help topic based on the keyword or phrase you enter



Viewing sites in other languages

The Web is an international forum; as you surf the Web, you may find sites that display text in the native language of the country where the site originates. If you

are a native English-speaking person, most Web sites have an English link somewhere on the site's home page that you can click to display the site in English.

FIGURE A-11: Microsoft Internet Explorer Help window

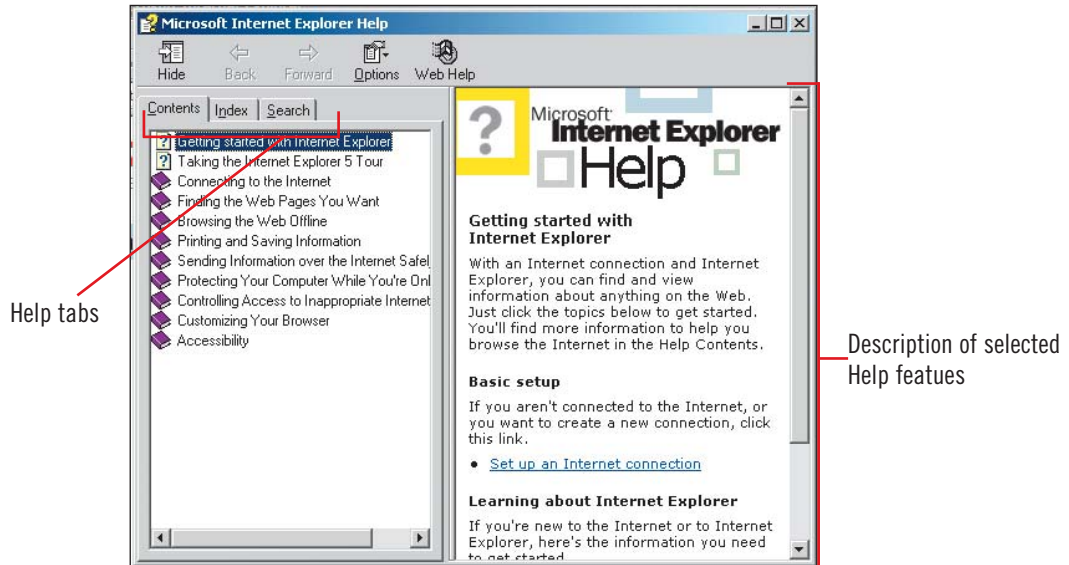


FIGURE A-12: Search tab

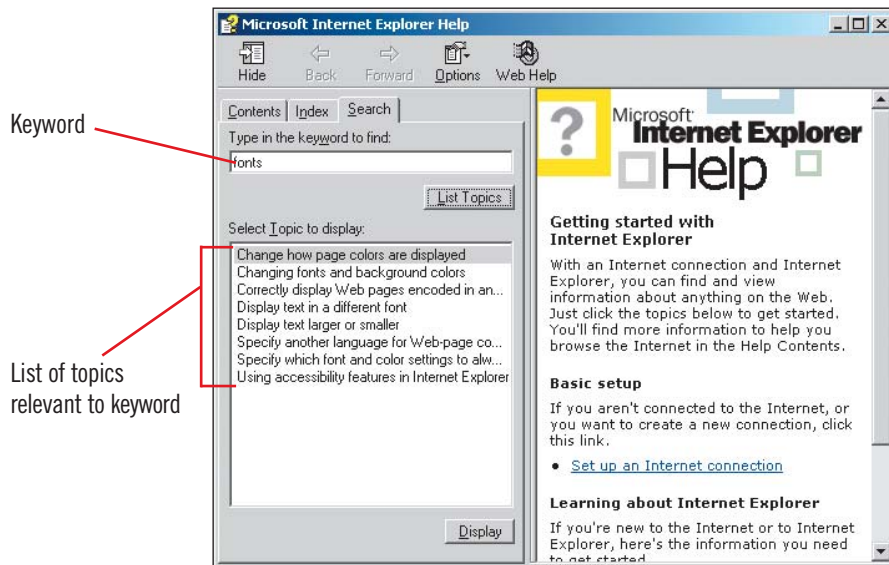
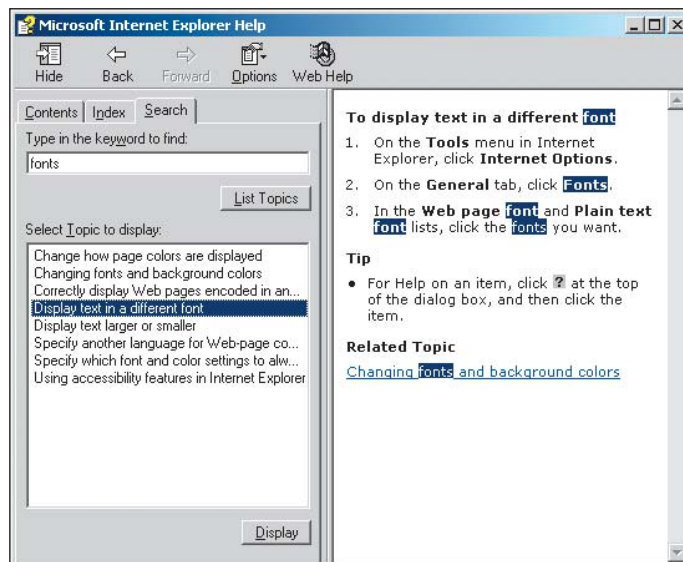



FIGURE A-13: Help information





Printing a Web Page

You can quickly print the Web page that appears in the browser window by clicking the Print button on the toolbar. When you click File on the menu bar, then click Print, the options in the Print dialog box allow you to specify print parameters such as the number of copies and the page range. When you print a Web page, its text and any graphics will appear on your hard copy. Table A-4 explains printing options in more detail.  Alice decides to print a copy of the Post A Job Web page for her files.

Steps 1234

QuickTip

To print a Web page without changing any settings, click  on the toolbar.

Trouble?

If your computer is not connected to a printer or if an error message appears, ask your technical support person for assistance.


1. Click the **Back button**  on the Standard Buttons toolbar
You return to the Monster.com Post A Job page, as shown in Figure A-14.
2. Click **File** on the menu bar, then click **Print**
The Print dialog box opens.
3. Make sure **1** appears in the Number of copies text box, and that the **All option button** is selected in the Page Range area
One copy of all the pages for that Web page will be printed.
4. Make sure your computer is connected to a printer, that it is turned on, and that it contains paper
5. Click **Print**
The Print dialog box closes, and one copy of the current Web page prints.

TABLE A-3: Printing options

option	tab	description
Select Printer	General	Displays information about the name, status, type, and location of the active printer
Print range	General	Allows you to choose to print all pages, a range of pages, or a selection on a page
Copies	General	Indicates the number of copies of each page to print and their sequence
Print all linked documents	Options	Opens and prints each document referenced by a link on the current page
Print Frames	Options	Allows you to print only the current frame or all frames, separately or together
Print table of links	Options	Prints links in a table at the end of the document
Orientation	Layout	Allows you to specify landscape or portrait painting
Page Order	Layout	Whether Page order is Front to Back or Back to Front
Pages per sheet	Layout	How many pages print on each sheet of paper
Paper Source	Paper/Quality	Allows you to specify where paper is feeding from; whether automatically selected, first available tray, or from a manual paper feed

FIGURE A-14: Post A Job Web page




Copying information from a Web page

You can select text on a Web page and use the Copy and Paste commands to use the same information in another program, such as Microsoft Word or other Office programs. You can also save a graphic image from a Web page by right-clicking the image, clicking Save Picture As on the shortcut menu, and then specifying where to save the image. If you just need to copy an image, click the

Copy command on the shortcut menu. Using the Copy command saves the text or image to the Clipboard.

Keep in mind that the same laws that protect printed works generally protect information and graphics published on a Web page. Do not use material on a Web page without citing its source and checking the site carefully for any usage restrictions.

Searching for Information on the Internet

A large and ever-increasing number of Web pages and other information sources are available through the Internet. At times, finding the information you want may seem like looking for the proverbial needle in the haystack. Luckily, you can use Web **search engines** to help you locate the information you need. You simply enter a relevant keyword or phrase describing the information you want to find, and the search engine provides you with a list of related Web sites. Each of these Web sites is listed as a hyperlink, so you can quickly and easily go to the site and see if it has the information you are seeking. You can click View on the menu bar, point to Explorer Bar, then click Search to open the Explorer Search bar.  Alice posted her job description on Monster.com. While she waits for responses from potential candidates, she decides to review some interviewing methods. It has been a long time since she has interviewed anyone. She decides to search the Internet for interviewing information. She uses the Internet Explorer built-in shortcuts to start her search.

Steps 1 2 3 4

Trouble?

If you do not see the same Search bar as shown in Figure A-15, click the Customize button at the top of the Search task pane, click the Use the Search Assistant for the smart searching option button in the Customize Search Settings dialog box, then click OK.

QuickTip

You can choose one search engine for each time you search the Web by clicking the Customize button on the Explorer Search bar, clicking the Use one search service for all searches option button, clicking the name of a search engine in the Choose the search service list, then clicking OK.




1. Click the **Search button**  on the Standard Buttons toolbar
As shown in Figure A-15, the browser window splits into two panes. The **Explorer Search bar** opens and contains the Search Assistant, which displays a list of search categories so you can quickly find Web pages, people, businesses, previous searches, or maps. If you click the More link, you will see options for looking up a word, and finding a picture. The right pane shows the Web page you were viewing before beginning your search.
2. Make sure the **Find a Web page option button** is selected in the Search bar, click the **Find a Web page containing text box**, then type **Interviewing Techniques**
Now that you've specified your search keywords, you can initiate the search.
3. Click **Search**
Your search results appear as a list of related Web sites called **hits**. See Figure A-16. Some search engines list hits by category or topic, whereas others list Web page names. You can click any hyperlink to open the Web page or a list of Web pages for a category.
4. Examine the hit list in the Search bar by scrolling up or down, then click a **hyperlink** of your choice
The related page containing information about interviewing opens in the browser window. When you finish exploring the hyperlinked site, you can continue or end your search.
5. Click  to close the Search bar
6. Click the **Home button**  on the Standard Buttons toolbar
Your home page appears in the browser window.

FIGURE A-15: Search task pane

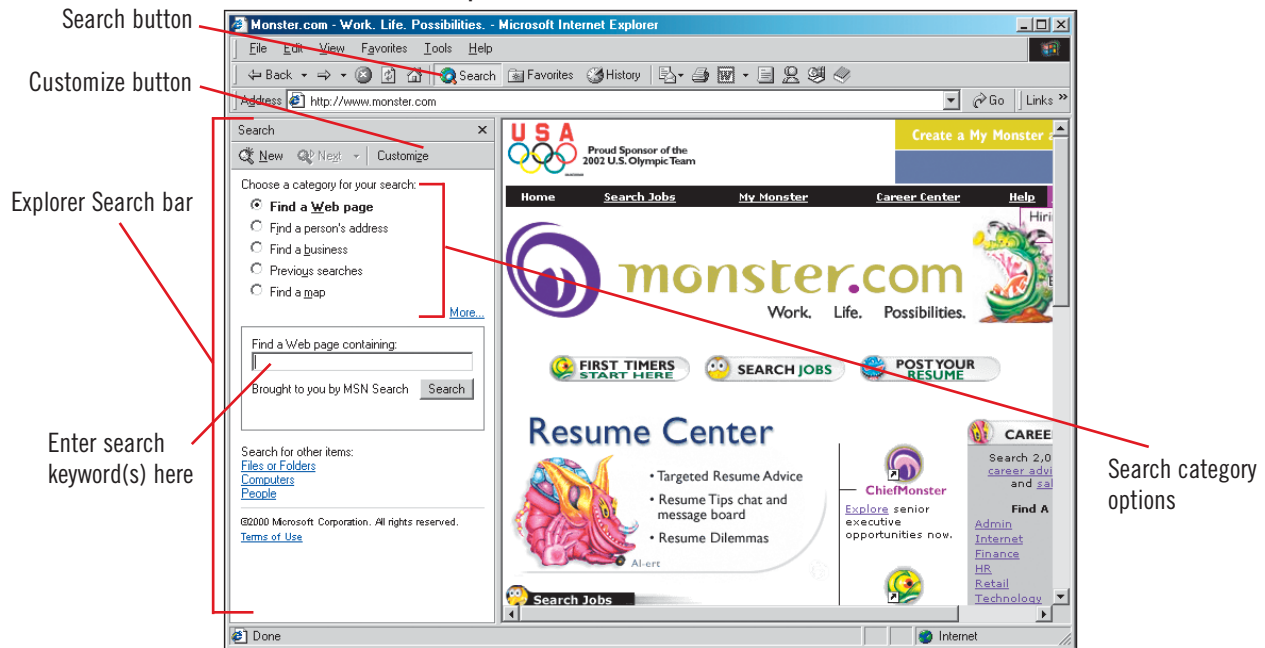
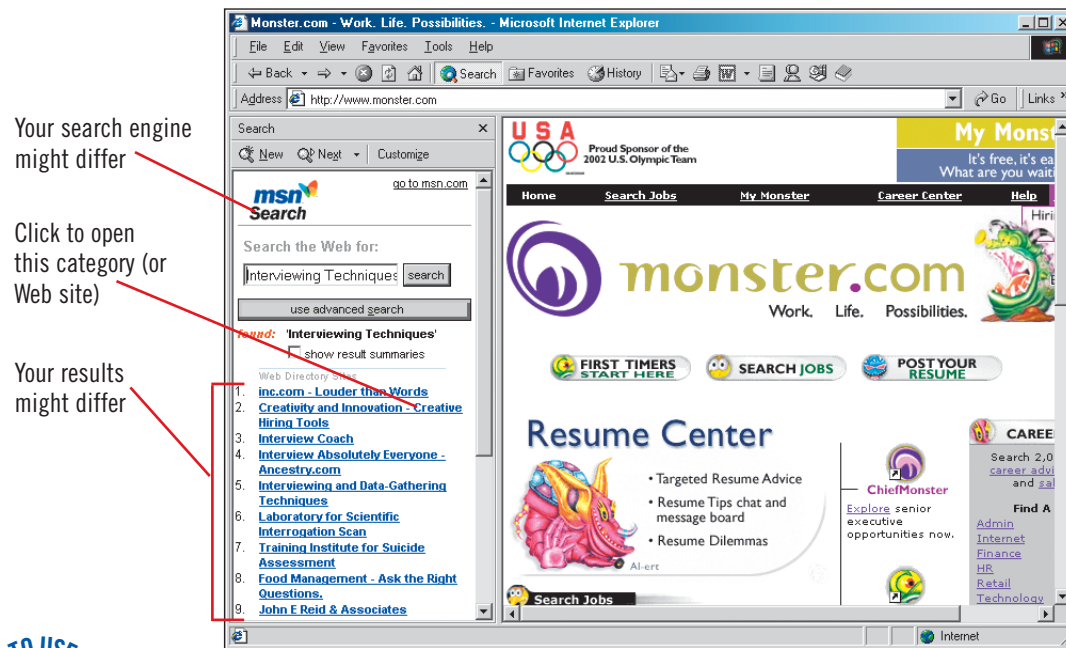


FIGURE A-16: Search results




Search engines

Many search engines, such as Yahoo!, Google, Infoseek, Lycos, WebCrawler, and Excite, can help you locate information on the Internet. These search engines routinely use software programs to methodically catalog, or crawl, through the entire Internet and create huge databases with links to Web pages and their URLs. When you enter a keyword or phrase, the search engine examines its database index for relevant information and displays a list of Web sites.

Each search engine differs slightly in the way it formats information, the way it records the number of Internet sites in the database, and how often it updates the database. If you don't find what you need using one search engine, try running the same search using a different search engine or search phrase, until you find what you need. Most people develop personal favorites and learn which engine works best in various situations.



Exiting Internet Explorer

When you are ready to exit Internet Explorer, you can click the Close button in the upper-right corner of the browser window or click Close on the File menu. You do not need to save files before you exit. However you may want to clear out your Favorites folder.  Alice has completed her research on the Web and is ready to exit Internet Explorer.

Steps 1 2 3 4

1. Click **Favorites** on the menu bar, click **Organize Favorites**, select the Favorites that you created in this unit, click **Delete**, click **Yes** in the Confirm File Delete dialog box, then click **Close** to close the Organize Favorites dialog box

2. Click **File** on the menu bar
The File menu opens, as shown in Figure A-17.

QuickTip

You can also exit from Internet Explorer by clicking the Close button in the upper-right corner of the browser window.

3. Click **Close**
The Internet Explorer browser window closes.

4. If you connected to the Internet by telephone, follow your normal procedure to close your connection



Saving or sending a Web page

Before exiting from Internet Explorer, you may want to save a copy of the current page or send someone a copy. By selecting Save As on the File menu, you can choose to save the complete Web page, including any graphics—or just the text from the page—in a file on your computer. If you want to send the complete page

to someone, click File on the menu bar, point to Send, click Page By Email, and then use your e-mail program to address and send the message to the intended recipient. If you want to send the Link only, not the whole page, click File on the menu bar, point to Send, click Link by Email.

FIGURE A-17: Internet Explorer with File menu open

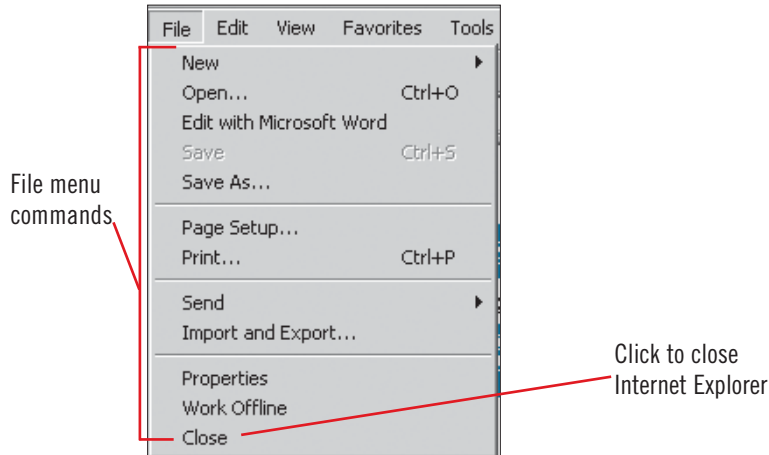


FIGURE A-18: RealPlayer's Web site



Using RealPlayer

As you surf the Web, you may encounter a Web site with links to video or audio clips. Without the proper “player” software, your computer will be unable to play the clips. You can download a free copy of RealPlayer 8 Basic from www.realplayer.com. Most Web sites will direct you to the RealPlayer Web site, if you try to play a video clip unsuccessfully. RealPlayer 8 Basic allows you to play audio and video clips and

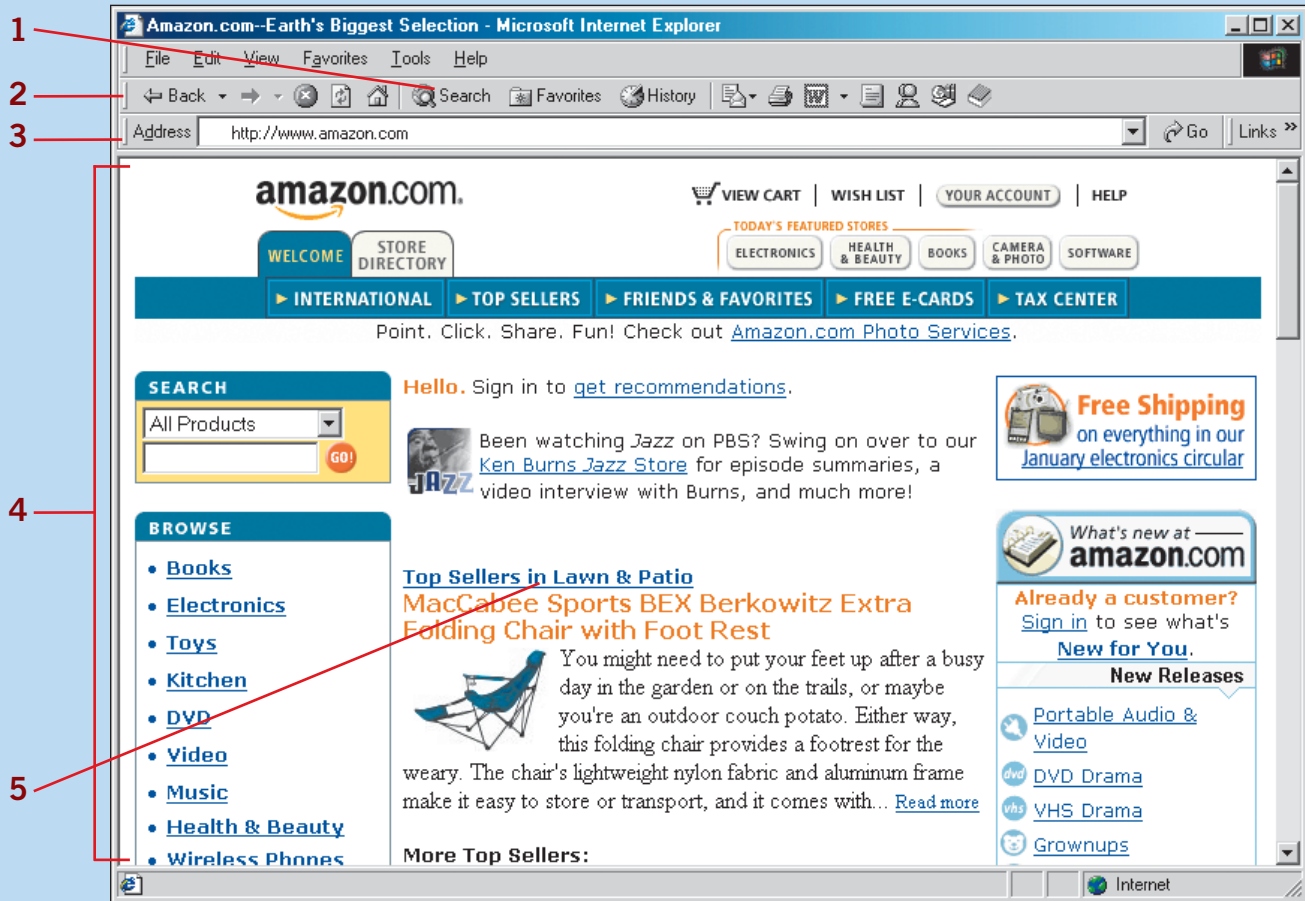
listen to your favorite radio stations. RealPlayer includes Real.com Guide, which tells you about some of the most popular and unusual Web sites to visit. You can also watch channels, such as CNN, Comedy Central, and Disney using RealPlayer. Before you download any new software to any computer, be sure you have permission to do so for the computer on which you are working.

Practice

► Concepts Review

Label each element of the Internet Explorer browser window shown in Figure A-19.





FIGURE A-19



Match each term with the statement that describes it.

- | | |
|---------------------|--|
| 6. Address bar | a. Is animated while Internet Explorer loads a page |
| 7. Toolbar | b. Displays the URL for the currently displayed page |
| 8. Favorites button | c. Includes buttons for options on the menu bar |
| 9. Status indicator | d. Displays a list of saved Web pages |
| 10. Back button | e. Displays the previously viewed page |

Select the best answer from the list of choices.

11. Software programs used to access and display Web pages are called:
 - a. Web sites.
 - b. Web windows.
 - c. Web documents.
 - d. Web browsers.
12. If you want to save the name and URL of a Web page and return to it later, you can add it to:
 - a. Favorites.
 - b. Bookmarks.
 - c. Home pages.
 - d. Preferences.
13. An international telecommunications network that consists of hyperlinked documents is called:
 - a. NSFNET.
 - b. Netscape Navigator.
 - c. Internet Explorer.
 - d. the World Wide Web.
14. The _____ has buttons used to perform many common functions, such as printing Web pages and returning to the home page.
 - a. Address bar
 - b. Toolbar
 - c. Status bar
 - d. Menu bar
15. You can search for Web sites by category by entering a keyword in the Address bar, then clicking the:
 - a. Search button.
 - b. Home button.
 - c. Go button.
 - d. Link button.
16. Which of the following URLs is valid?
 - a. http://www.usf.edu
 - b. http://www.usf.edu
 - c. http://www.usf.edu
 - d. http://www.usf.edu
17. Which button should you click if you want to stop a Web page that is currently loading on your computer?
 - a. 
 - b. 
 - c. 
 - d. 
18. Highlighted or underlined words that allow you to navigate to another Web page location are called:
 - a. Explorers.
 - b. Favorites.
 - c. Web browsers.
 - d. Hyperlinks.
19. The URL of the Web page currently displayed in your Web browser window appears in the
 - a. Title bar.
 - b. Browser window.
 - c. Address bar.
 - d. Status bar.
20. To locate information on a specific topic on the Internet, you can use a:
 - a. URL locator.
 - b. Web browser.
 - c. Favorites list.
 - d. Search engine.

► Skills Review

1. Start Internet Explorer.
 - a. Make sure your computer is connected to the Internet.
 - b. Start Internet Explorer.
2. Explore the browser window.
 - a. Identify the toolbar, menu bar, Address bar, Go button, Links bar, status bar, status indicator, URL, browser window, and scroll bars.
 - b. Identify the toolbar buttons for printing, searching, viewing favorites, and returning to the home page.
 - c. Identify the complete URL of the current Web page.
3. Open and save a URL.
 - a. Open the Web page www.nationalgeographic.com using the Address bar.
 - b. Explore the site by using the scroll bars, toolbar, and hyperlinks.

- c. Open the Web page www.caribbean.com using the Address bar.
 - d. Add the current Web page to your Favorites list.
 - e. Click the Home button.
 - f. Click the Favorites button.
 - g. Click Welcome to Caribbean Online on the Favorites menu to return to that page.
 - h. Close the Explorer Favorites bar.
- 4. Navigate Web pages.**
- a. Open the Web page www.usps.com using the Address bar.
 - b. Follow the links to investigate the content.
 - c. Click the Home button.
- 5. Get Help.**
- a. Open Microsoft Internet Explorer Help, then click the Contents tab.
 - b. Click Browsing the Web Offline.
 - c. Click Making pages available offline.
 - d. Read about making pages available offline.
 - e. Close the Microsoft Internet Explorer Help window.
- 6. Print a Web page.**
- a. Open the Web page www.mapquest.com using the Address bar.
 - b. Print one copy of the first page only.
- 7. Search for information on the Internet.**
- a. Open the Search bar.
 - b. Type any keyword or phrase for which you would like to find information, then execute the search.
 - c. Explore some of the hyperlinks you find and some of the pages that open.
 - d. When you finish reviewing the Web sites you find, close the Search bar.
- 8. Exit Internet Explorer.**
- a. Delete any Favorites you created using the Organize Favorites dialog box.
 - b. Exit Internet Explorer.



Independent Challenge 1

You have an upcoming interview at an advertising agency for a position in the Creative Department. To prepare for your interview, you feel the need to read about what is happening in the world of advertising. You use the Web to brush up on your advertising knowledge.

- a. Start Internet Explorer.
- b. Research an article about a popular advertising campaign from one of the sites listed below:
 - Adweek www.adweek.com
 - Advertising Age www.adage.com
 - Advertising Age Global www.adageglobal.com
 - American Advertising Federation www.aaf.org
- c. Click the Print button to print one page.
- d. Exit Internet Explorer.



Independent Challenge 2

You leave tomorrow for a business trip to Gibraltar. You want to be sure that you take the right clothes for the weather and decide that the best place to check weather conditions is the Web.

- Start Internet Explorer.
- Go to www.travel.com, then search the site to find out about Gibraltar.
- Open two of the following weather sites to determine the weather in Gibraltar at this time of the year.
 - The Weather Channel www.weather.com
 - CNN Weather www.cnn.com/WEATHER
 - Yahoo! Weather weather.yahoo.com
- Use the Print command to print the weather report for Gibraltar from two sites.
- Exit Internet Explorer.

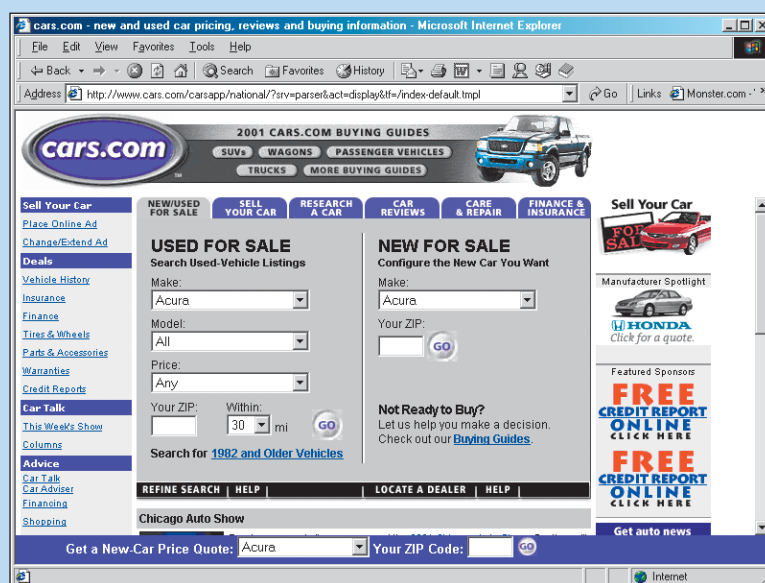


Independent Challenge 3

As a visiting nurse who makes house calls, you need to buy a new car that you can rely on to get you to your daily appointments. You decide to use the Web to compare some car models that you have in mind.

- Start Internet Explorer, then access the following automobile Web sites:
 - Ford www.ford.com
 - Honda www.honda.com
 - Kia www.kia.com
 - Cars.com www.cars.com
- Print a page from a Web site that offers a reliable, compact car under \$25,000. See Figure A-20 as an example.
- Exit Internet Explorer.

FIGURE A-20: Cars.com



Independent Challenge 4

You would like to customize your Web browser so that it always uses the same search engine. You decide to compare two that have been recommended to you and determine which one you like the most.

- Start Internet Explorer. Using the two search engines listed below, type **paint your own pottery** in the Search text box.
 - Go.com www.go.com
 - MSN Search www.msn.com
- On a piece of paper, list the name of each search engine and the number of hits it produced.
- Indicate which search engine you think is better and why. Write down a few reasons for your preference.
- Click the Search button on the toolbar, click the Customize button on the Explorer Search bar, click the search service you like, then click OK.
- Open the Customize Search Settings dialog box and click Reset.
- Exit Internet Explorer.

► Visual Workshop

Use the Search Assistant to find and print a Web page showing a map of London's Heathrow airport, similar to the one shown in Figure A-21. The map can come from any one of several Web pages identified in your Search results. Be sure to identify the Web site on which the map was located.

FIGURE A-21

